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**CARDINAL  
PROPERTY  
MANAGEMENT,  
AAMC**

January 26, 2022

To: All Homeowners

RE: Briar Oaks Homeowners Association  
Revised Parking Rules Adopted

Dear Homeowner(s),

Please be advised that the Board of Directors of the Briar Oaks Homeowners Association adopted the proposed revised Parking Rules at January 13, 2022 Board Meeting. The Adopted Parking Rules have been enclosed. Please be advised that the adopted parking rule change will go in effect immediately.

Please retain the enclosed copy of the rule change for your records. If you should have any questions or concerns, please feel free to contact this office.

Sincerely,

For the Board of Directors

Theresa Hirschman, CMCA, AMS, PCAM  
Account Manager  
[theresa@cardinal-online.com](mailto:theresa@cardinal-online.com)

## Parking Rules and Regulations

1. Residents are to park their cars in their garage or assigned parking space.
2. **Any resident vehicle parked in an assigned parking space must have a valid parking decal corresponding to that particular space. The parking decal must be adhered on the lower left corner of the windshield and must be visible at all times.**
3. **Vehicles parked in an assigned parking space without a parking decal are subject to immediate towing at the vehicle owner's expense.**
4. **Residents may apply for two (2) parking decals for their assigned parking space by submitting a completed application and proof that the owner of the vehicle(s) resides in the community by providing the following documents:**
  - a. **A copy of the vehicles current DMV registration showing that the vehicle(s) is/are registered to a Briar Oaks address with the registered owners name matching the name on the application OR**
  - b. **A copy of the vehicles current DMV registration along with a copy of a utility bill with the resident's full name on each document that match the name on the application.**
5. **Residents with more than two (2) vehicles may apply for additional decals. Proof of vehicle registration documents is required. Decals will be issued at a cost of \$25 each.**
6. **Replacement parking decals may be purchased for \$100.00.**
7. The parking spaces marked **GUEST** are for the use of guests and visitors only and resident use is prohibited. Resident vehicles parked in guest parking are subject to immediate towing at the vehicle owner's expense
8. All vehicles are required to be parked head-in (no backing in) except for the following spaces: 14, 15, 43, 91, 100, 101, 111, 146, 177, 186, 201, 206, 207.
9. Vehicles parked in garages must fit completely within the garage with the garage door completely closed.
10. Parking signs are to be strictly adhered to at all times. **All curbs painted red and driveways or garage access drives are considered a fire lane and no parking is allowed at any time, unless the vehicle is attended by a licensed operator while loading or unloading for a maximum of 15 minutes. Violators will be subject to immediate tow at the vehicle owner's expense.**
11. All thoroughfares are considered fire and emergency access roads. Parking on common areas, landscaped areas, grassy areas, garage access drives, along all curbs, and any area other than in parking stalls is prohibited.
12. All vehicles must park within designated lines in parking stalls.
13. **Double Parking (more than one vehicle occupying a parking space) is prohibited. Vehicles double parked in an assigned parking space, or Guest parking space are subject to immediate towing at the vehicle owner's expense. Vehicles include, but are not limited to, automobiles, passenger vans, motorcycles, and pickup trucks, etc.**
14. Storage of any bus, mobile home, aircraft, R.V., camper, commercial vehicle, boat, trucks larger than 3/4-ton, trailer, and other similar vehicles or equipment which is deemed a nuisance by the Board of Directors in parking stalls is strictly prohibited. Commercial vehicles shall include but are not limited to those that display logos, company names, or company contact information including phone numbers and website addresses; have ladder racks or outside tool boxes; have a commercial license; are larger than 3/4 ton, a "Step van", or a semi. Exceptions are commercial contractor vehicles parked during service of a Briar Oaks unit.
15. Residents are responsible for removal of any oil, grease, or other vehicle fluid marks in assigned parking spaces. If fluid is detected in an assigned parking space you will be sent a notice and given 10 days to clean the space. Any substance used to clean the space must be removed within 24 hours. If the space is not cleaned following the notice, a fine of \$150.00 will be assessed for every month until the space is cleaned. If the Board deems the space must be professionally cleaned or repaired due to vehicle fluids, cost for any oil or grease marks, or damage to any common area having to be removed or repaired by the

Association will be assessed to the responsible owner. If the source of the fluid cannot be repaired or removed, place a drip pan under the source while it is parked. The drip pan must be removed when the vehicle is not parked.

16. All unauthorized and/or illegally parked vehicles are subject to automatic towing or immobilization by a private parking/security patrol company.
17. The Homeowners Association (nor the Board of Directors) shall not be responsible for the maintenance, insurance, liability, theft, vandalism or any damage which may come to any vehicle. THE VEHICLE(S) OWNER SHALL BE TOTALLY RESPONSIBLE FOR ANY VEHICLE PARKED UPON THE HOMEOWNER'S ASSOCIATION PROPERTY AND SHALL INCLUDE PERSONAL AND/OR PRIVATE PROPERTY.
- 18. Residents who choose to rent a parking space from another Owner, must have their application signed by the Owner of the assigned space acknowledging that the owner is liable for the space, their tenants, and their tenants' actions while using the space.**
19. The aforementioned vehicle parking rules and regulations will be strictly enforced. Unless otherwise noted, all violations will be handled per the Violation Enforcement Policy.

## **Vehicle Registration and Designated Parking Rules**

1. Each Briar Oaks unit is assigned one permanent common area parking space in addition to their assigned garage.
2. All vehicles parked in the complex must have **current** DMV registration. Vehicles that do not have current DMV registration are subject to immediate tow at the owner's expense.
3. All vehicles associated with each unit's residents must be registered with a Board-designated parking patrol company. It is the resident's responsibility to keep their vehicle registration up to date with the parking patrol company, including de-registering any vehicles that are no longer associated with their unit.
4. Vehicle registration will take place annually. At that time all vehicles must be registered even if they have previously been registered.
5. New vehicles must be registered within 30 days of acquisition. A \$150 fine will be assessed for failure to register a new vehicle within 30 days of acquisition and for each subsequent month of delinquency.
6. After close of escrow the new homeowner(s)/resident(s) must register their vehicles with the parking patrol company within 30 days of residents moving into the unit. A \$150 fine will be assessed for failure to register a within 30 days and for each subsequent month of delinquency.
7. Owners and renters are responsible for abiding by all Association rules and regulations.
8. If a car is parked in your assigned space and you cannot locate the vehicle's owner you can call the parking patrol company to request the vehicle be towed. When calling you must verify the name and address of the resident the space is registered to. You must be present when the car is towed, must show proof of residence for the address the space is assigned to, and will be required to sign the tow authorization form as the injured party.
- 9. Vehicles will be towed from assigned parking spaces if the vehicle is not registered with a Board-designated parking patrol company, does not have a "Guest" parking placard with the assigned parking space number on it, or is in violation of the Guest Parking Policy.**
- 10. In order for residents to obtain a replacement parking decal, whether the decal is old and falling apart, the resident plans to purchase a new vehicle, or there are new tenants, the current parking decal must be removed and returned to the management company or the patrol company to avoid being charged for a replacement parking decal.**

## Guest Parking Policy

1. Guest parking will be monitored by a Board-designated parking patrol company.
2. Guests of residents may park in parking stalls labeled GUEST.
3. Your guests may also park in your assigned parking space or garage.
4. **Guests parked in your assigned parking space must have a "Guest" placard at all times.**
5. **Vehicles parked in an assigned parking space without a "Guest" parking placard are subject to immediate towing at the vehicle owner's expense.**
6. **Overnight stays in both Guest and resident assigned parking spots require a "Guest" placard.**
7. **An overnight stay is defined as anytime a vehicle is parked in a guest space, or resident assigned parking space, between midnight and 7:00am, regardless of the length of time the vehicle was parked**
8. **Each resident will be issued one "Guest" parking placard with their assigned parking space number on it.**
9. Guests are allowed a maximum of 7 overnight stays **each calendar month.**
10. Any vehicle with more than 7 overnight stays in guest, or resident assigned parking during a **calendar month** will be towed at the vehicle owner's expense without notice. A warning may be issued on the 7th night as a courtesy but is not guaranteed.
11. There is no limit on the number of times guests may park in guest parking and resident assigned parking stalls for non-overnight stays. A non-overnight stay is between **7:00am and midnight.**
12. If you have circumstances that require a guest be parked in guest parking, **or your assigned parking space**, for more than 7 nights in a **calendar month**, contact the property management company with the car make, model, color, license plate state and number, and the dates you want the vehicle to use guest parking. The Board may grant an exception and safelist the vehicle for the requested dates. If an exception is granted, it is your responsibility to request a confirmation number for the exception for your records. Exceptions are at the discretion of the Board and are not guaranteed. Excessive requests for exceptions, as deemed by the Board, will be denied.
13. **Replacement "Guest" placards may be purchased at a cost of \$100**